



Auditor Accountant Trainee New Jersey Public Broadcasting Authority

The New Jersey Public Broadcasting Authority (NJPBA), located in Trenton, New Jersey, is currently seeking candidates to fill an Auditor Accountant Trainee position. The NJPBA is a small, diverse group within the Department of the Treasury and is charged with the operations of the technical infrastructure supporting public media in New Jersey. The qualified candidate will work closely with current staff to learn all aspects of the financial operations of the NJPBA including the areas of procurement, accounting and revenue. The position is responsible for reviewing purchase requests, verifying availability of funds, conducting solicitation and bid openings; preparing schedules and financial statements for independent audit; creating financial statements for management; analyzing payables and receivables accounts; receiving check and ACH payments; preparing invoices, maintaining financial files and responding to outside inquiries.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting.

NOTE: Possession of a valid Certificate as a Certified Public Accountant or registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

Starting salary is \$41,230.515, with an increase to \$43,094.21 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

If you are qualified and interested in this position, please send your cover letter, resume, transcript (official/unofficial) and application for employment via e-mail only, by **October 21, 2016**, to:

**NJ Department of the Treasury
Division of Administration – Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please Use "NJPBA" in Subject Line)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, please go to:
<http://www.nj.gov/treasury/administration/pdf/hr-application.doc>.

The State of New Jersey is an Equal Opportunity Employer